

	PHYSICAL FITNESS PROGRAM	Operations Order 4.2.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 1

1. **PURPOSE**

- A. In order for this Department to carry out its responsibility to provide the best possible service to the citizens of Phoenix, it is important all sworn employees maintain a level of physical fitness that will enable them to carry out any task they may be called upon to perform, while minimizing the risk of injury and illness.
- B. This policy establishes:
- The Department's commitment to physical fitness for all sworn employees.
 - A fitness evaluation program to encourage sworn employees to maintain a healthy lifestyle.

2. **PHYSICAL EXAMINATION** - Before beginning a physical fitness program, it is advisable to have a complete physical examination to determine if there are any restrictions in the exercise program.

- A. City of Phoenix - The City provides a periodic physical examination as follows:

(1) Executive Personnel	Annually (mandatory)
(2) Middle-Management Personnel	Annually (voluntary)
(3) Sergeants/Lieutenants	Eligible for a voluntary, periodic medical examination annually and a middle-management examination at five-year increments beginning at age 30 through retirement
(4) Officers	Eligible for a voluntary, periodic medical examination at ages 25 and 30, and annually after age 30

- B. Health Insurance - Employees may be eligible for physical examinations through their respective health insurance plans.
- C. Overtime is not authorized to take voluntary examinations.

3. **USE OF DEPARTMENT EXERCISE FACILITIES**

- A. Exercise facilities will be available only to Department employees and maintained in a clean and orderly manner.

- B. Exempt Employees - Any employee in a salaried status and not paid hourly

- (1) Exercise facilities may be used by exempt sworn employees during their unpaid lunch period.
- Exempt sworn employees must have a physical conditioning program on file (see section 5.B of this order).
- (2) Exercise facilities may be used by exempt professional staff during their unpaid lunch period.
- Employees may elect to have a physical conditioning program on file, although industrial coverage will not be provided.
 - If the employee chooses to work out at police facilities, the employee must complete a [City of Phoenix Waiver of Liability and Release of all Claims form](#).

- C. Hourly Sworn Employees - Any employee in an hourly status, to include a paid lunch break

- (1) Exercise facilities may be used by hourly sworn employees in an off duty status and during an employee's paid lunch period.
- (2) Employees will be covered by industrial insurance while using Department exercise facilities by participating in an official Department physical conditioning program (see section 5.B of this order).

	PHYSICAL FITNESS PROGRAM	Operations Order 4.2.04
	PHOENIX POLICE DEPARTMENT	Rev. 04/19/24 PAGE 2

3. C. (3) Exceptions:

- (a) Sworn employees who are assigned to details that have at a minimum, quarterly physical fitness testing and must pass the physical fitness test to remain in their current assignment (SAU, TRU, and Dive Team), are authorized to work out anytime while on duty, referring to their bureau manuals for specific workout policies.
- (b) Sworn employees assigned to the Phoenix Regional Police Academy (PRPA), Employment Services Bureau (ESB), and Police Reserve Bureau, whose job description requires employees to be directly involved in the physical fitness of current police recruits or applicants in the hiring process, are authorized to work out anytime while on duty.
- (4) Bureau manuals containing policy regarding working out on duty must meet the criteria in section 3.C (3) of this order and be in compliance with [Operations Order 4.6.06, Transfer Policy Qualifications Chart](#).

D. Hourly Professional Staff - Applies to professional staff only

- (1) Hourly professional staff may use Department exercise facilities during their unpaid lunch break and before or after work.
 - Employees must work a full, scheduled workday and may not combine their two 15-minute breaks as part of the lunch break.
 - The City of Phoenix Waiver of Liability and Release of all Claims form must be completed and on file.
- (2) Employees may elect to have a physical conditioning program on file, although industrial coverage will not be provided.
- (3) Exceptions: Unit 3 Crime Scene Specialists, Detention Officers, and Police Assistants assigned to enforcement positions (see Unit 3 MOU).

4. **WAIVER OF LIABILITY** - Required for all professional staff who wish to exercise during their non-paid lunch break.

- A. If an employee chooses to work out at police facilities, the employee must complete and forward a memorandum and the City of Phoenix Waiver and Release of all Claims form through their chain of command.
- B. Copies of the memorandum and the waiver will be maintained in the employee's division file and at the City Human Resource Department's Safety Division.

5. **INDUSTRIAL INSURANCE COVERAGE (SWORN EMPLOYEES)**

A. General Guidelines

- (1) To ensure sworn employees have the benefit of industrial insurance coverage, employees should only participate in official Department physical conditioning programs.
- (2) Employees will receive industrial insurance coverage even though participation is voluntary, as long as the program is an official Department physical conditioning program as defined in section 5.B of this order.

NOTE: Reserve officers will have the benefit of industrial insurance coverage only for on-site programs when the conditions in section 5.B are met.

	PHYSICAL FITNESS PROGRAM	Operations Order 4.2.04
	PHOENIX POLICE DEPARTMENT	Rev. 04/19/24 PAGE 3

5. A. (3) Employees must adhere to [Operations Orders 4.2.00, Employee Benefits](#), regarding industrial injuries.
- B. Official Department Physical Conditioning Program Guidelines - Physical conditioning programs that adhere to the below:
 - (1) For sworn employees as listed in section 3.C.(3) of this order (SAU, TRU, the Dive Team, ESB, PRPA, and the Police Reserve Bureau), and for sworn employees in an off duty status, the physical conditioning program will:
 - (a) Be officially approved in advance, via memorandum, by a bureau/precinct commander/administrator.
 - Memorandum must be resubmitted annually on January 31st of each calendar year for review.
 - (b) Have specific starting and ending times that must be adhered to.
 - (c) Be conducted at a police facility.

EXCEPTION: Dive team members will be allowed to work out on-duty at an off-site location for swimming workouts only, as long as a memorandum is on file, approved by the bureau/precinct commander/administrator, listing specific hours, days, and locations.
 - (d) For running/cycling programs, ensure the course begins and ends at a police facility.
 - (2) For all other sworn employees (those not listed in section 3.C.(3) of this order) and qualifying Unit 3 employees (see 3.D.(3) above) working out during their paid lunch break ("Code 7"):
 - (a) The physical conditioning program will be officially approved in advance, via a [Code 7 Workout Time Memorandum Form 80-596D](#), through the chain of command.
 - Approved memorandum will be forwarded to the Department's physical fitness training coordinator.
 - Memorandum must be resubmitted annually on January 31st of each calendar year.
 - (b) The physical conditioning program will be conducted at a police facility.
 - (c) Must adhere to [Operations Oder 7.1.00, Patrol Administration](#), regarding meals and breaks.

NOTE: Workout time is not permitted during the last two hours of shift, unless approved by their supervisor, or during an overtime shift.
 - (d) Employees must remain in their work pants and shoes/boots.
- C. Exercise equipment donated to the Department must be approved by the Physical Fitness Committee prior to installation or use at any police facility.

6. **PHYSICAL FITNESS ASSESSMENT**

- A. Assessment Requirements - All sworn personnel are encouraged to participate in the voluntary annual physical fitness assessment.



PHYSICAL FITNESS PROGRAM

Operations Order

4.2.04

PHOENIX POLICE DEPARTMENT

Rev. 04/19/24

PAGE 4

6. B. Medical Screening

(1) All participants will be given a prescreening test, which will consist of:

- Resting heart rate
- Blood pressure

(2) Participants who have medical concerns identified by a physician or the Department's physical fitness coordinator may be required to complete a medical examination before taking the physical fitness assessment.

C. Evaluation Standards

(1) Each fitness area of the annual physical fitness assessment will be scored according to FitForce Standards.

(2) The test battery includes the following events:

- 300 meter run
- Sit-ups
- Pushups
- Vertical jump
- Agility run
- 1.5 mile run

(3) Incentive levels:

FitForce Standards						
Performance Levels	300 Meter Run	Sit-ups	Pushups	Vertical Jump	Agility Run	1.5 Mile Run
Level I	61 Seconds	35	30	16.5 Inches	18.2 Sec	15:18
Level II	55 Seconds	39	33	18 Inches	16.4 Sec	13:46

(4) Physical Fitness Performance Recognition Incentive

- Officers who pass the FitForce test at the Level I standard will receive one shift of performance recognition (PA) time.

* Officers must be off probation and are only eligible for the incentive one time per fiscal year.

D. Fitness Protocol for FitForce Tests:

(1) 300 Meter Run

- 300 meters is approximately three-quarters around a 440 yard track.
- Prior to the event, the subject will warm up and conduct light stretching to minimize or prevent injury.
- The subject will run the distance as quickly as possible.
- Score is timed in seconds.



PHYSICAL FITNESS PROGRAM

Operations Order

4.2.04

PHOENIX POLICE DEPARTMENT

Rev. 04/19/24

PAGE 5

6. D. (2) Bent Leg Sit-Ups

- The sit-up measures dynamic core strength.
- The subject lies on his/her back, knees bent 90 degrees, heels flat on the floor with the fingers clasped behind the head or cupping the ears and the neck in neutral position.
- A partner firmly holds down the subject's feet.
- The subject will flex his/her trunk, touching the elbows to the knees each time, and then recline until the shoulder blades touch the floor.
- The buttocks must stay in contact with the floor at all times.
- Any resting will be done in the up position.
- The score is the total number of correct sit-ups done in one (1) minute.

(3) Push-Ups

- The push-up measures dynamic, muscular strength in the upper body.
- The hands will be placed on the floor about shoulder width apart, with the fingers pointing forward.
- A partner will place a fist vertically under the subject's sternum.
- Starting from the up position and keeping the back straight at all times, the subject lowers the chest to touch the fist and then returns to the up position (maintaining a soft lock in the elbow during full extension).
- Any resting will be done in the up position with the back, neck, and head in a straight line.
- The score is the total number of correct push-ups completed to exhaustion.

(4) Vertical Jump

- A vertical jump measures explosive leg power.
- The vertical jump measures the difference between the standing reach and the jumping reach.
- With the use of a Vertical Jump Apparatus or other measuring device, the subject's standing reach is measured with a standard tape measure.
- Three standing jumps are then conducted, reaching as high as possible, with the highest jump being recorded to the nearest half inch.

(5) Agility Run

- The agility run measures the subject's ability to change direction, coordination, speed, and balance while in motion (running).
- The event requires the subject to "shuttle" through a set of cones placed in a 30' by 30' pattern.
- The subject lies on the ground with his/her hands on the starting line.
- At the start, the subject gets up, sprints to the other line (30 feet away), places one foot over the line, and sprints back to the start line.
- The subject makes a turn around the first cone then zig-zags in a figure eight fashion around the four cones and back to the start line.
- The subject then sprints up and back as described in the second bullet point.
- Score is measured in time (in seconds and tenths).

(6) 1.5 Mile Run

- The 1.5 mile run measures aerobic capacity.
- The subject will warm up and conduct light stretching prior to the event.
- The subject will run the measured distance as quickly as possible.
- The subject may walk; however, this will affect the final score.
- Score is given in minutes and seconds.

	PHYSICAL FITNESS PROGRAM	Operations Order 4.2.04
	PHOENIX POLICE DEPARTMENT	Rev. 04/19/24 PAGE 6

Last Organizational Review: